

Central Park Facility Use Guidelines

1. **Application:** Reservations are initiated through a completed application and presentation of all fees and deposit. Applications will be accepted up to one year in advance and must be submitted at least ten (10) working days prior to use.
2. **Time Reserved:** The hours shown on the application must cover the entire time required for the permittee to decorate, set up, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the permit.
3. **Operating Hours:**
Sunday through Thursday, 9:00 am to 10:00 pm
Friday and Saturday, 9:00 am to 12:00 midnight
4. **Cancellation or change of date by Permittee:** Permittee must submit written notice of cancellation or change of date at least ten (10) days prior to the cancellation of any dates covered by the permit. Fees for uses canceled thirty (30) or more days in advance will be refunded, less 10%; 10-29 days, less 30%; less than ten (10) days, no refund of fees. Deposit will be returned in all cases.
5. **No Show:** If permittee is more than one hour late without notifying the Central Park Visitor Center, it will be considered a "No Show". In the case of a no show, both fee and deposit will be forfeited.
6. **Refund of Deposit:** Refund of deposit will be made where no damage and loss has occurred or where no extra clean-up is required as a result of permittee's use of the facility. Permittee may expect to receive refunds within to ten (10) to fourteen (14) business days after facility use.
7. **Air Jumps:** Inflatable devices may be placed on the turf in front of the Teen Center. Electricity is not provided; you must rent a generator. Cords cannot be run from the community center to the jump house. Inflatable devices must be enclosed with sides and a top and cannot exceed 16'x16' by 18' high in size. Slides are not allowed.
8. **Alcohol Regulations:**
 - a. **Alcoholic Beverages Permitted.** The use of alcohol will be restricted to only beer, wine or champagne.
 - b. **Use of alcoholic beverages is by written permit only** and must be requested at the time the facility use application is made.
 - c. **Possession of Alcohol.** No one shall be admitted to indoor recreational facilities who is under the influence of alcohol or who has alcoholic beverages in his possession, not authorized by written permit.
 - d. **No Sale of Alcoholic Beverages.** There will be no on-site sale of alcoholic beverages permitted at recreational facilities unless approved in writing by the City.
 - e. **Time Limits for Alcoholic Beverages.** The use or provision of alcoholic beverages at indoor facilities will not exceed four (4) hours for any one event.
9. **Set Up, Take Down and Clean Up:** Groups are required to set up and take down tables and chairs for their event. A building attendant will show you where equipment is located. Groups must also clean up facility in a manner that allows it to be ready for the next group. Deposit will be forfeited for inadequate clean up or care of furnishings.
10. It is expressly understood that applicant/organization shall save, keep and hold harmless the City of Fremont, its officers, agents, employees and volunteers from all damages, costs or expenses that may at any time arise because of damages to property or personal injury using or occupying the facility. The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings, or equipment; or unusual clean-up required, as a result of applicant's and/or organization's occupancy of the facility.
11. **Decorating:** Plans to decorate the facility must be requested on the application for approval. Masking tape is acceptable (blue carpenters tape is preferred) and no nails, tacks or staples are allowed. Materials must be fireproof and may not be attached to light fixtures. No open flames (ie. Candles) are allowed.
12. **No Verbal Agreements:** No verbal agreements for use of facilities shall be made, nor in any way be binding on the City. No reservation will be "held" without payment of fees and damage deposit.
13. **Smoking:** Smoking is **NOT** permitted **inside** the building.
14. **Any misrepresentation of your group or failure to follow facility guidelines may result in expulsion from the facility and forfeiture of all fees and deposit.**
15. **Facility Occupancy Limits:**

Central Park Visitors Center (CPVC)	=	30
Fremont Community Center (FCC)	=	110
Teen Center (TNC)	=	240
Performance Pavilion	=	1,000

